

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
July 9, 2019

1. CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m.

Members present: Mayor Kent Koch, Council Members Brenda Daniels, Melissa Markham, Eric Riley and Brian Sevigny.

Also present: City Attorney Paula Callies, Medina Police Medina Police Chief Ed Belland, Public Works Director Jeff Leuer, and City Clerk Treasurer Mary Schneider.

There were two people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved with the following changes:

- Remove Action e. Resolution 2019-XX, Hennepin Youth Sports Equipment Grant for Sand Pro Groomer
- Remove Action f. Sand Pro Groomer Quote

4. PRESENTATIONS

a. Senator David Osmek

Senator Osmek presented a brief legislative update to the Council.

5. APPROVE MINUTES

On a motion by Sevigny, seconded by Daniels, to approve the June 11, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

6. MEDINA POLICE REPORT

Police Chief Ed Belland presented the June Police Report, noting 123 total calls for service, of which 98 were general patrols. Belland reported there have been eight arrests, mostly juveniles, for the string of burglaries that occurred over the last two months in the west metro area. Two people have been arrested for the Loretto burglaries. Belland stated the investigation is ongoing.

Public Works Director Leuer requested extra patrols watching for large trucks using Lorenz and St. Peter Streets.

7. OPEN FORUM

No one came forward to speak during the Open Forum.

8. CONSENT AGENDA

- a. Resolution 2019-13, Fun Fest Donations
- b. Fun Fest Henna Tattoo Artist Agreement – Lisa Seltzer
- c. Fun Fest Face Painting Agreement – Cindy Armour

On a motion by Daniels, seconded by Riley, to approve the CONSENT AGENDA as submitted.
Motion carried unanimously.

9. ACTION/PLANNING

a. A to Z Auto

Council reviewed a code enforcement inspection notice for A to Z Auto showing they are now in compliance with the fire inspection requirements. No action was taken.

b. Adopt-a-Prairie and Butterfly Garden Sign Proposal

On a motion by Koch, seconded by Riley, to approve the artwork and quote in the amount of \$34.59 for the Adopt-a-Prairie and Butterfly Garden signs.

Motion carried unanimously.

c. Unauthorized Material Disposal

Council Member Markham presented a proposal to place a sign at Loretto Auto Recondition in an effort to discourage unauthorized dumping of materials at the donation drop box at that premises.

City Attorney Callies cautioned the Council that it should avoid taking action that would imply an endorsement of a particular cause or a particular business.

Summary of discussion: should the City be placing a sign on private property; this may set a precedent for action that other business owners may expect; this business owner is providing a service to the community; it should be up to the business owner to purchase and place a sign on private property.

Council consensus was to support additional patrols by the police but not to purchase and place a sign at the premises.

d. Civil Attorney Attendance at Meetings

Markham stated she has been questioning whether the City could reduce civil attorney expenses and presented two options for the Council to consider: 1) not have city attorney present at all meetings, but only when an issue arises that requires attendance; or 2) have items requiring city attorney attention at the top of the agenda and dismiss after those items are finished, similar to how the city planner attends meetings. Markham presented data collected from other cities with population under 1,000 regarding city attorney attendance at council meetings and noted many do not have their attorney attend.

Summary of discussion: discussed civil attorney rate structure; the League of Minnesota Cities recommends cities have their attorney attend all council meetings; would like to have the city attorney more prepared for issues if attending the meetings; should the attorney research items ahead of the meeting, possibly incurring costs without direction; city attorney's job is also to give general advice on issues that come up during a meeting; would like to see more structure on how city attorney expenditures are determined; city attorney currently does not charge for every phone call from staff, as other consultants may do; when the city attorney attends the full meetings they are more familiar with the issues the City is facing; the need for attorney input is less predictable than the need for city planner input.

Council consensus was to have staff research the small cities included in the spreadsheet whether they have retainer fees, particularly those who don't have their city attorney attend. Also find out how long have they not had their attorney attend their meetings on a regular basis.

10. INFORMATIONAL ITEMS

a. Fun Fest Update

Council reviewed. No action taken.

- b. 2019 Residential Recycling Grant
Council reviewed. No action taken.

11. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) 2020 Budget Direction
Council directed staff to bring a budget with a 5% levy increase to the Budget Workshop and provide Council Members with municipal budget planning best practices guidance.

- b. Streets
Mayor Koch questioned patching on Lorenz Street. Leuer noted there are some spots where potholes were patched, and another company comes in later and sprays smaller holes and cracks.

Council Member Daniels asked Leuer to check an area between 150 and 160 Meadow.

- c. Water
No items were brought forward.

- d. Wastewater
No items were brought forward.

- e. Parks
 - 1) Lions Park Update
Mayor Koch stated the City could replace the current Lions Park Shelter with a "post frame building" that is not enclosed and would be built on a floating concrete slab. The Council also looked at options for canopy style shade structures with metal framing.

Council directed Leuer to bring back estimates for some options of post buildings and shade structures.

- 2) 2019 Mid-Year Parks Report
Council Member Markham presented the Mid-Year Parks Report. Items reviewed at the Lions Park include power washing the wood parts of the playground equipment; repairs needed at community building; bathroom doors need replacement; concrete hump where Lions drinking fountain used to be has been removed; recommended a sport court at open field where skating rink is currently located, funded by Hennepin Youth Sports Program. Usage of the skating rink was discussed as this may need to be eliminated if a sport court is placed in that location. Items reviewed at the Highlands Park include playground grant was denied in the Spring 2019 cycle but will apply again next year; butterfly garden is looking great; gazebo is being installed as approved in 2018. Items reviewed at the Loretto Athletic and Recreational Complex include Dog Park need for preventative maintenance such as a berm built inside the fence to keep the area drier; bleachers need to be painted and will use Sentence to Serve workers for this; picnic tables are getting old and should consider replacing.

Public Works Director Leuer explained the Sentence to Serve program, stating it is a program where individuals who were sentenced to community service get scheduled to work on projects. Leuer stated he has a few projects in mind including painting bleachers, fixing picnic tables, replacing wood chips at playgrounds and helping with Fun Fest preparations and setup.

Clerk Treasurer Schneider reported on field scheduling, stating there was robust field usage including youth boy's baseball, girl's fastpitch softball, soccer and adult modified fastpitch

softball. Schneider stated she recently received an inquiry for fall usage from a boy's baseball team. Markham asked if any feedback had been received. Schneider stated she has only received positive feedback at this time but would reach out to users for feedback at the end of the season.

Leuer reported the blacktopping that was approved for the Athletic and Recreational Complex has not been done yet due to the wet conditions.

Council consensus was to keep the Lions Park bathroom building and expend funds to fix where needed. There was also consensus for Markham to investigate costs of installing a sport court with possible grant funding.

f. Stormwater

Council Member Markham questioned the stormwater pond at the Chippewa Estates Development. Leuer stated he was not expecting the pond to be as deep as it is, but the pond was built to the size of the development and it drains into the system that goes down Chippewa Road.

12. MAYOR AND COUNCIL REPORTS

Mayor Koch reported he attended a meeting of mayors with Congressman Dean Phillips. Public Works Director Leuer stated he attended a meeting of Fire Chiefs with Phillips.

Council Member Daniels stated she attended a Northwest Hennepin League of Municipalities meeting.

Council Members Markham and Sevigny stated they will be attending a meeting with Leuer and Wenck engineers on the process of grading the streets for the infrastructure capital improvement planning study.

Leuer gave a Quiet Zone update stating that he has been having discussions with the city of Independence regarding improvements to the Townline Road crossing to satisfy the bonding language requirements. Independence may be willing to put a small amount of money to go towards safety improvements. Engineers are working on what the possibilities for improvements would be. Canadian Pacific came back with an amount of \$337,000 to get a quiet zone at the Townline Road crossing. The Loretto crossing cost is \$289,000 without the curbing that needs to be done. Leuer stated the contract for the Loretto crossing is ready to go once the bonding language issue has been resolved. Once signed, it is about a twelve-month process to get the work completed.

Leuer reported the new Lions Electronic Sign is scheduled to be replaced on July 16th and stated the old sign has not been sold yet.

13. FINANCIAL

a. July Bills

On a motion by Koch, seconded by Daniels, to approve electronic check numbers 3227E-3248E and paper check numbers 23178-23225 for a grand total of \$92,855.78.
Motion carried unanimously.

b. Additional July Bills

On a motion by Koch, seconded by Daniels, to authorize payment of additional July invoices as necessary to avoid late fees and penalties and bring a check summary register to the August council meeting for approval.
Motion carried unanimously.

- c. Monthly Balance Sheet
Council reviewed. No action taken.

14. ADJOURN

On a motion by Daniels, seconded by Riley, to adjourn at 8:50 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor